

ANNUAL REPORT 2009/2010

DIVISION: INFORMATION TECHNOLOGY

ACHIEVEMENTS

- Network and hardware installations at the IRD satellite Offices (Oranjemund, Mariental and Tsumeb), Continental Building (for Training on Scanner Project), 2 Customs Satellite Offices in Windhoek and Keetmanshoop IRD Regional Office.
- VSAT (Satellite) network and hardware installation at Katwitwi Border post.
- Share the network backbone with Ministry of Health & Social Services and Ministry of Regional, Local Government and Housing, and Rural Development .
- Upgrade Anti-Virus Software.
- Heavy duty line printers were installed at all Regional IRD Offices where all printing is done, instead of Windhoek.
- MOF IT Division has published a **revamped website** for the Ministry of Finance. Information about directorates and divisions are published on the web page to keep the public and line ministries informed on the operations and information on the Ministry of Finance. There are 3839 visitation recorded for this year.

PROJECTS IN PROGRESS

- VSAT Redundancy Network Project. A VSAT redundancy network is being installed at all major border posts as back-up in case of network interruption.



- Hardware and software upgrade for the IFMS system to accommodate the IFMS roll out of Health & Social Services and Ministry of Education regional offices.
- National network upgrade with the envisaged Scanner and ASYCUDAWORLD projects.
- Testing the **Cash Collection** Module to be provided as an additional module to IFMS that will provide the ability of cashier to issue the computer printed receipts and forward the information to the GL without further manual input to replace the current systems of issuing the manual receipts and then later capture the data on IFMS.
- **Testing the Electronic Funds Transfer (EFT)** between the MoF and BoN to reduce the volume of checks and pay into payee bank accounts.
- **Help Desk** - Help Desk is a system which was developed to automate the logging of calls when the O/M/A's experienced problem on the IFMS system. Ministry of Finance has embarked on new help desk system to cater for all the financial systems as well as the entire Technical problem experienced such as PCs, Printers, Network, etc should be logged via help desk. It is crucial for Ministry of Finance to capture the entire problem reported and record the solutions. It is vital to have history of how the problem was solved for future knowledge base.
- **Electronic Document and Record Management System (EDRMS)**

The current filing systems are not in order and non-functional as per National Archive requirements. Staff members are not using the system as stipulated in the National

Archives Act of 1992. All document supposed to be send to the registry office for proper filling but not to be kept in the office to occupied office space.

Ministry of Finance is one of the four piloted ministries along with Office of the President, Office of the Prime Minister and Ministry of Home affairs and Immigration. Mr. S. Ndjavera, Ms. T. Mbuende and Ms. A. Snyderel are the key leaders in the implementation process for the Ministry of Finance.



Mrs Mbuende when attended the training in China



Mr. ST Ndjavera in China for EDRMS training

The Organizational Structure of Ministry of Finance and File Plan are already entered on the system. Defining of filing process, Classification level and Scanning Implementation Plan are also completed. Currently the team is working on Defining Access File Plan Permission of the entire category, subcategory and folder of File Plan.

Training

Training and skills transfer is an ongoing operation due to the ever changing technological development in the ICT environment.

IT staff attended the following training courses:

- Microsoft Certified Systems Engineer (MCSE)
- Microsoft SQL 2005
- A+